Letter of Intent (LoI) procedure – user guide

What is a Letter of Intent (LoI)?

A LoI is the form used to inform your Faculty that you wish to submit a research or consultancy application to a funder.

When is a LoI required?

LoIs are required for all new applications including competitive grants, contract research, fellowships, consultancies, cost extensions, supplemental funding and others.

Is a LoI required for an outline/pre-qualifying proposal?

If the outline includes an indicative budget, or a budget total, you will need to submit a LoI. Funders often expect outline budgets to be similar to the final budget and so this is an opportunity to identify any potential issues and ensure that cost recovery will be adequate. If you are later invited to submit a full application, there is no need to re-submit the LoI.

Is a LoI required for a salary costing?

When funders require a salary costing, a small budget will be required as effective overheads and other costs such as administrative support will also be needed. In this case a LoI will be required. If the salary costing is for internal purposes such as for a recruitment or change of funding form, then a LoI is not required.

When should I submit the LoI?

Your Faculty Office will circulate details of timelines and deadlines for submitting LoI forms.

Who should I submit the LoI to?

The LoI should be submitted to the person who prepares the FMG (Faculty Management Group)/FPG (Faculty Policy Group) papers.

What is the approval process for LoI forms?

LoIs are reviewed regularly by FMG/FPG, both to ensure that the application is in line with the Faculty's research policy and to ensure that the proposed project will contribute an appropriate level of cost recovery to the Faculty.

How do I know when my LoI has been approved?

- FPG/FMG will add any feedback to the grey box at the end of the LoI form.
- They will also identify a member of the faculty Research Operations Office (ROO) team who will be the **Point of Contact** for the project (ie. the person who will deal with queries about the project from this point onwards).
- Approved LoI forms will be assigned a LoI reference number in the grey box at the top of the LoI form and then returned to the PI.

What do I do once the LoI has been approved?

- Read the feedback comments and make a note of the Point of Contact in ROO for any queries.
- Ensure, in liaison with the ROO contact, that the requirements of the Faculty and the funder are met.
- The approved LoI form must be attached to the pFACT associated with the grant application (otherwise the pFACT proposal will not be approved at financial assessment stage!).